

Hall of Records
Commission

REQUE FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division,

Hall of Records Commission

SCHEDULE
NO.

428

PAGE
NO. 1

1. Requesting Agency

Department of Mental Hygiene

2. Division or Bureau of Requesting Agency

Clifton T. Perkins State Hospital,
Business Manager

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>PATIENTS' MEDICAL RECORDS</p> <p>Quantity: 3 open shelves, active; 5 open shelves, inactive; 4 file drawers, nonrecord</p> <p>Size: Letter</p> <p>Dates: 1959...</p> <p>File Arrangement: Internal - Chronological External - Alphabetical by patient</p> <p>Index: DMH 500 Master Register of Hospital Patients - One open card file, active; one card file drawer, inactive</p> <p>The patient medical record folder contains all or some of the following papers:-</p> <ul style="list-style-type: none"> Correspondence with correctional institutions relating to individual patients Transfer authorizations Description of patient Admission data and memoranda Copies of receipts for prisoners Writs of habeas corpus Patient movement sheets Statistical data sheet Psychiatric notes Physical examinations Treatment cards Medical and nursing notes - Summaries (See Item 2) Medication records Reception interview Nursing service notes Medical office statements Patient photographs Accident reports <p style="text-align: right;">(continued)</p>	

7. Agency, Division or Bureau Representative

Edward E. Gitting
Signature

Barbara M. Mullen
Title

10/15/64
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/4/64
Date

Marion S. Dandall
Archivist

11/10/64
Date

Andrew Stedman
Secretary

(Cards made - To be filed)

RECORDS FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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1 (cont.)

Record folders are transferred from the active to an inactive file upon discharge or death of the patient. Four file drawers of non-record material (extra carbon copies of medical and nursing reports) are filed separately and may be destroyed when legal or administrative value ceases; this material is considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179).

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER DISCHARGE OR DEATH OF THE PATIENT, THEN MICROFILM AFTER ELIMINATING DUPLICATION OF RECORDS; DESTROY FILES AND RETAIN MICROFILM PERMANENTLY.

2

MEDICAL AND NURSING NOTES AND MEMORANDA

Quantity: 5 legal files (est.)
Dates: 1959...
File Arr.: Alphabetical and/or chronological

These files are composed of the individual doctors', nurses' and attendants' daily memoranda and notes relating to the treatment of patients. These notes are summarized periodically and placed in the Patients' Medical Records (Item 1) which will be microfilmed. The rough notes are considered to be nonrecord within the meaning of the statute (Ann. Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office, since they are "housekeeping type" records.

3

PERSONNEL FILES (EMPLOYEE FOLDERS)

Size: Letter size
Dates: 1959...
Quantity: 5 file drawers (2 active, 3 inactive)
File Arr.: Alphabetical, by name of employee

The Personnel Files contain all or some of the following papers:-

Form No.	Title
MS 100	Application for State Employment
----	Correspondence
MS 200	Notice to be Admitted to the Test (copy)
MS 104	Labor Registry Application
MS 350	Request for Temporary Appointment
MS 406	Medical Examination for Appointment
SF 1	First Report of Injury
CT 8	Security Questionnaire
----	Rating Questionnaire
----	Notice of Employment
A-1-60	Employee Questionnaire
SFC 156	Medical Examination for Employment
CTP	Evaluation Sheet
----	Reprimands and Exhibits
SFC 4A	Disciplinary Suspension Form
----	Suspension Request
CTP	Time Cards

(continued)

REC'D FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.																												
3 (cont.)	<table border="1"><thead><tr><th>Form No.</th><th>Title</th></tr></thead><tbody><tr><td>-----</td><td>Office Payroll Memo</td></tr><tr><td>CTP</td><td>Request for X-ray Examination</td></tr><tr><td>BL 11</td><td>Syphilis Serology</td></tr><tr><td>ERS #2</td><td>Employee's Retirement System Application</td></tr><tr><td>W-4</td><td>Employee's Withholding Exemption Certificate</td></tr><tr><td>MW 507</td><td>Employee's Maryland Withholding Exemption Certificate</td></tr><tr><td>CTP</td><td>Employee's Record Sheet (attendance)</td></tr><tr><td>CD-NS-5-60</td><td>Report of Employee:- Accident or injury</td></tr><tr><td>CTP</td><td>Clothing Receipt</td></tr><tr><td>A-3-60</td><td>Monthly Probationary Reports</td></tr><tr><td>-----</td><td>Letter of Resignation</td></tr><tr><td>P-2-60</td><td>Employee's Release</td></tr><tr><td>CB 103</td><td>Cut-Off Information Record for file of State Commissioner of Personnel</td></tr></tbody></table> <p>RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER TERMINATION OF EMPLOYMENT, THEN DESTROY.</p>	Form No.	Title	-----	Office Payroll Memo	CTP	Request for X-ray Examination	BL 11	Syphilis Serology	ERS #2	Employee's Retirement System Application	W-4	Employee's Withholding Exemption Certificate	MW 507	Employee's Maryland Withholding Exemption Certificate	CTP	Employee's Record Sheet (attendance)	CD-NS-5-60	Report of Employee:- Accident or injury	CTP	Clothing Receipt	A-3-60	Monthly Probationary Reports	-----	Letter of Resignation	P-2-60	Employee's Release	CB 103	Cut-Off Information Record for file of State Commissioner of Personnel	
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4	<p>EMPLOYEE HISTORY CARDS</p> <p>Size: 5" x 8" cards Dates: 1959... Quantity: 4 visible card trays File Arr.: Alphabetical, by name of employee</p> <p>The Employee History Cards are composed of two cards for each employee: (1) History Card, and (2) Rating Card. The History Card gives the name, address and telephone number of the employee, the employee number, his sex and color, name of person to be notified in case of accident, employee's birth date and marital status, the department number, employee's Social Security number, his retirement number, rate, date of retirement enrollment, date of approval of physical examination, veteran's number (if any), education code number, locker number, date of appointment and title of position, starting salary, with salary and position changes and dates, termination date and reason for leaving, and remarks. The Rating Card has space for efficiency ratings, names of the raters, and any disciplinary actions taken, with the reasons, dates and results of such actions.</p> <p>RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER TERMINATION OF EMPLOYMENT, THEN DESTROY.</p>																													
5	<p>LEAVE RECORD CARDS</p> <p>Size: 5" x 8" cards Dates: 1962... Quantity: 9 visible card trays File Arr.: Alphabetical, by name of employee Audit: State</p> <p>Leave is recorded by the visible method under the name of the employee, giving the month and day, the type of leave taken, and the type of leave earned, including compensatory leave.</p> <p>(continued)</p>																													

RECORDS FOR RECORDS RETENTION SCHEDULE
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4.
Item
No.

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Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

5 (cont.)

RECOMMENDATION: A. RETAIN EMPLOYEE'S LAST LEAVE RECORD CARD PRIOR TO TERMINATION OF SERVICE FOR FOUR YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.
B. RETAIN ALL OTHER LEAVE RECORD CARDS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

6 EMPLOYEE'S STATUS CARD (MASTER AUTHORIZATION CARD)

Quantity: 2 file drawers
Dates: 1959...
Audit: State audit

The Master Authorization Card was replaced in 1964 by the Employee's Status Card, a punched card with interpretation.

These cards are the authorization for placing an employee's name on the payroll and for changes in pay or status. The Employee's Status card is returned to the Commissioner of Personnel after the information is transferred to the office personnel records.

The recommendation below therefore applies principally to the old Master Authorization Cards but would also apply to the new form if it were retained by the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

7 GENERAL PERSONNEL FILE

Size: Letter size
Dates: 1959...
Quantity: 1 file drawer
File Arr.: Alphabetical, by subject

The contents of this file include reports and studies and general material relating to employees and employee-employer relations, as follows:-

<u>Form No.</u>	<u>Description</u>
MS 330, 330-A	Certification of Eligibles Commissioner of Personnel - Policies & Procedures Grievance Committee Orientation Programs Overtime Personnel Managers Physicians
BB 40	Position Requests Problems and Recommendations Reclassification Requests Reclassifications - Pending and completed Employee Regulations
ERS 6	Retirement System Certification of Rates and Contributions Salaries and Adjustments

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
7 (cont.)	<p>Staffing in General Turnover Vacancies Wasserman X-rays</p> <p>Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>Printed and mimeographed material and blank forms are considered nonrecord within the meaning of the statute governing nonrecord material (Ann. Code of Maryland, 1957 Ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
8	<p>GENERAL LEDGER</p> <p>Quantity: 2 vols. Size: 12" x 14" x 4" Dates: 1959... Audit: State</p> <p>This record is the final book of entry, arranged by accounts which are updated periodically from the General Accounting Records (Item 12).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9	<p>BUDGET LEDGER CARDS</p> <p>Quantity: 1 ledger tray; 2 bundles Size: 13" x 13" cards Dates: 1959... File Arr.: Numerical, by program number Audit: State</p> <p>The Budget Ledger cards give the program and object numbers and the title of the item, with space for 58 entries (front and back), under Current Transactions and Cash Transactions. The Current Transactions section of the card gives the date, requisition or purchase order number, the reference, encumbrances and adjustments, and the unencumbered balance. The Cash Transactions section gives the date and reference, budget credits, expenditures, and the cash balance.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
10	<p>PATIENTS' LEDGER CARDS</p> <p>Size: 13" x 13" cards Dates: 1959... Quantity: 1 ledger tray Audit: State</p> <p>The Patients' Ledger Cards record receipts and withdrawals of patients' personal funds, one card for each patient, giving the name and date, the check or receipt number, and the amount deposited or</p>	(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
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10 (cont.)	withdrawn, with the balance carried forward. This information is also included in the General Ledger (Item 8).	
	RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER THE DEATH OR DISCHARGE OF A PATIENT OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.	
11	INVENTORY RECORDS	
	<p>Quantity: 25 visible card trays Size: 5" x 8" cards Dates: 1960... File Arr.: By object or commodity</p> <p>An itemized inventory is maintained for:</p> <ol style="list-style-type: none">1. Fixed Assets Land, Improvements, and Buildings (Form B.P.Inv. 4-53) Motor Vehicle Equipment (Form B.P.Inv. 3-53) Institutional and Office Equipment (Form B.P.Inv. 2-53)2. Materials and Supplies (Expendables) Office Supplies - Program I Food and Related Commodities - Program II Fuel Oil, Maintenance Materials and Wearing Apparel - Prog. III Cosmetics, Drugs and Medical Supplies, and Uniforms - Prog. IV Recreation - Program V <p>Annual Reports are made on the basis of these inventories to the Department of Budget and Procurement for Fixed Assets (Form B.P. Inv. R 101) and for Materials and Supplies (Form B.P. Inv. R 102). See Item 12.</p> <p>Recommendation A below applies only to the inventory cards for Fixed Assets, and Recommendation B applies only to the cards for Materials and Supplies.</p> <p>RECOMMENDATION: A. RETAIN INVENTORY CARDS FOR FIXED ASSETS UNTIL THE ITEM IS DISPOSED OF OR REPLACED AND FOR THREE YEARS THEREAFTER OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY. B. RETAIN INVENTORY CARDS FOR MATERIALS AND SUPPLIES UNTIL THE CARD IS REPLACED AND FOR THREE YEARS THEREAFTER OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
12	ACCOUNTING RECORDS	
	<p>Quantity: 10 file drawers Dates: 1959... File Arr.: Chronological Audit: State</p> <p>This item includes all standard State accounting forms, as well as general accounting records which are supporting data to the permanently retained General Ledgers or other books of final entry. In cases in which General Ledgers are not maintained or may be missing</p>	(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
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12 (cont.)	<p>for certain periods, the Cash Receipts and Disbursements Journals or the Counter Cash Books are considered the books of final entry and are to be retained permanently. (Recommendations A and B, below). All other records are considered to have value only for the three-year statutory limitation or, if subject to audit, for three years or until audited, whichever is later. (Recommendation C, below.)</p> <p>All or some of the following accounting records are found in each State, county or municipal agency:-</p> <p><u>Form No.</u> <u>Comptroller of the Treasury</u></p> <p>Memorandum of Adjustment</p> <p>E-1-S Distribution of Charges</p> <p>E-1 & E-1/2 Transmittal</p> <p>DD-1 Certificate of Deposit and Bank Deposit Slip</p> <p>R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited</p> <p>Distribution of Unexpended and Obligated Balances</p> <p>Monthly Statement of Balances</p> <p>Transmittals (General Schedule G-5, Item 3)</p> <p>Warrants, Paying & Receiving (General Schedules G-3 & G-4, Item 3)</p>	
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Purchasing Bureau (Department of Budget & Procurement)

1-A	Requisition for Supplies (also Agency Interoffice Reqn.)
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A & 40-A	Stores Requisition
CF-2 & CF-3	Copy of Contract Awarded
27-A	" " " "
100-24	Actual Emergency & Repairs Report
26-A	Notice of Award of Contract
51	Report of Partial Delivery
52	Credit Memorandum

Budget Bureau (Dept. of Budget & Procurement)

BB-1 (Revised, formerly BB-1 & BB-2)	Budget Schedule Amendment
BP Inv. R101	Report of Fixed Assets
BP Inv. R102	Report of Materials & Supplies
BP Inv. 31-6	Materials and Supplies Physical Inventory
BP 1-11	Budget Estimates
BB-40	Request for Position Action

General Accounting Records

Audit Reports (Recommendation A, below)

General Ledgers (Rec. A, below)

Receipts and Disbursements Journals and Counter Cash Books (Rec. B, below)

Receipt copies and stubs, including tax receipts

Paid bills and invoices

Bank deposit slips and receipts

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
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12 (cont.)

General Accounting Records (continued)

Bank statements
Check stubs and canceled checks
Cashiers' reports
Cash register tapes
General Fund cash receipts
Memorandum Receipt and Property Condemnation Reports, P-3
Requisitions for Supplies and Material (internal)
Bid form
Confirming order
Receiving Reports, DMH P2-61, B-108
Delivery Order and Receipt, P-7
Stock Record Card, P-1
Inventory work sheets
Daily Store Records, DM 8-D1 and D2
Payroll maintenance cards
Notice of cut-off or change within agency
Daily and Monthly Time Sheets
Priority data
Power plant utility reports
County Patient Maintenance Bills, DMH-101
Cafeteria Feeding Reports
Dietary reports
Special dietary reports
Daily Menus, DM 8, D 4
Table Journals
Food Report
Meal Books
Canteen Receipts and Withdrawal Tickets
Farm Report
Occupational therapy cash receipts
Recreation Fund receipts

Payroll Accounting

Payroll Journal (General Schedule G-2, Item 1-d)
Payroll Exceptions, Additions and Deductions (Gen. Sched. G-2, Item 2-b)
Payroll Warrants (Gen. Sched. G-3, Item 3)
Payroll Transmittals (Gen. Sched. G-5, Item 3)

State Treasurer's copies of the above four records series are either permanently retained or microfilmed.

RECOMMENDATION: A. RETAIN GENERAL LEDGERS PERMANENTLY.
B. RETAIN RECEIPTS AND DISBURSEMENTS JOURNALS OR COUNTER CASH BOOKS PERMANENTLY ONLY WHEN GENERAL LEDGERS ARE NOT FOUND FOR THE PERIOD COVERED BY JOURNALS OR CASH BOOKS. OTHERWISE, RECOMMENDATION "C" APPLIES.
C. RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

13

GENERAL FILE
Size: Letter size

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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13 (cont.)	<p>Dates: 1959...</p> <p>Quantity: 5 file drawers (1 for budget papers)</p> <p>File Arr.: Alphabetical, by subject</p> <p>The General File consists of general correspondence and original, printed, and mimeographed material under the following principal headings---(The first series is subject to Recommendation "A", the second subject to Recommendation "B"):</p> <p style="text-align: center;"><u>Series I</u></p> <table border="0"> <tr> <td>Administrative Orders</td><td>Hall of Records</td><td>Regulations:-</td></tr> <tr> <td>Audit Reports</td><td>Insurance</td><td>Nursing Service</td></tr> <tr> <td>Budget:-</td><td>Legal Opinions</td><td>Patients</td></tr> <tr> <td>Budgets by year</td><td>Legislative Visits</td><td>Visitors</td></tr> <tr> <td>Capital Improvement</td><td>Loss of State Property</td><td>Security, General</td></tr> <tr> <td>Budgets by year</td><td>Mental Hygiene, Policies</td><td>Security Reports</td></tr> <tr> <td></td><td></td><td>Telephone System</td></tr> </table> <p style="text-align: center;"><u>Series II</u></p> <table border="0"> <tr> <td>Budget:-</td><td>Amendments</td><td>Inspection and Licenses</td></tr> <tr> <td></td><td>Forms (blank)</td><td>Key Authorizations (Issuance of keys to personnel)</td></tr> <tr> <td></td><td>Instructions</td><td>Keying System</td></tr> <tr> <td></td><td>Procurement</td><td>Meetings, Agenda & Minutes:-</td></tr> <tr> <td></td><td>Requests</td><td>Administrative</td></tr> <tr> <td>Canteen</td><td></td><td>State Board of Health and Mental Hygiene</td></tr> <tr> <td>Civil Defense</td><td></td><td>Object Transfers (Budget and Procurement Requests)</td></tr> <tr> <td>Clothing</td><td></td><td>Out-of-State Travel</td></tr> <tr> <td>Commissioner of Personnel</td><td></td><td>Overtime Payments</td></tr> <tr> <td>Construction</td><td></td><td>Patient Statistics</td></tr> <tr> <td>Air Horn</td><td></td><td>Planning Department (State)</td></tr> <tr> <td>Communications & Sound System</td><td></td><td>Psychiatric Aid</td></tr> <tr> <td>Dormitory</td><td></td><td>Public Works (State)</td></tr> <tr> <td>Driveway & Playcourt</td><td></td><td>Rehabilitation & Recreation</td></tr> <tr> <td>Electrical Equipment</td><td></td><td>Reimbursements</td></tr> <tr> <td>Employee Housing</td><td></td><td>Reports:-</td></tr> <tr> <td>Generator</td><td></td><td>Commitments</td></tr> <tr> <td>Kitchen Equipment</td><td></td><td>Donable Food</td></tr> <tr> <td>Laboratory Cabinets</td><td></td><td>Fire</td></tr> <tr> <td>Main Building</td><td></td><td>Food Linen</td></tr> <tr> <td>Road & Parking Lot</td><td></td><td>Salary Projections</td></tr> <tr> <td>Security Alteration & Improvement</td><td></td><td>Salary and Payroll</td></tr> <tr> <td>Service Building</td><td></td><td>Security, Council</td></tr> <tr> <td>Steel Guard Screens</td><td></td><td>Staffing</td></tr> <tr> <td>Tile Floor Covering</td><td></td><td>Staffing Patterns</td></tr> <tr> <td>Ventilation</td><td></td><td>Supplies</td></tr> <tr> <td>Food Allowance</td><td></td><td>Surplus Property and Agency</td></tr> <tr> <td>Food Costs - Daily Reports, (Copies filed in Cafeteria & in Dept. of Mental Hygiene)</td><td></td><td>Surveys</td></tr> <tr> <td>Furnishings</td><td></td><td>Tax Exemption</td></tr> <tr> <td>Health Dept.</td><td></td><td>Telephone Charge Sheets</td></tr> <tr> <td>I.B.M.</td><td></td><td>Vehicles</td></tr> <tr> <td>Incentive Awards</td><td></td><td>Volunteer Activities</td></tr> <tr> <td>Industrial Therapy Program</td><td></td><td></td></tr> </table>	Administrative Orders	Hall of Records	Regulations:-	Audit Reports	Insurance	Nursing Service	Budget:-	Legal Opinions	Patients	Budgets by year	Legislative Visits	Visitors	Capital Improvement	Loss of State Property	Security, General	Budgets by year	Mental Hygiene, Policies	Security Reports			Telephone System	Budget:-	Amendments	Inspection and Licenses		Forms (blank)	Key Authorizations (Issuance of keys to personnel)		Instructions	Keying System		Procurement	Meetings, Agenda & Minutes:-		Requests	Administrative	Canteen		State Board of Health and Mental Hygiene	Civil Defense		Object Transfers (Budget and Procurement Requests)	Clothing		Out-of-State Travel	Commissioner of Personnel		Overtime Payments	Construction		Patient Statistics	Air Horn		Planning Department (State)	Communications & Sound System		Psychiatric Aid	Dormitory		Public Works (State)	Driveway & Playcourt		Rehabilitation & Recreation	Electrical Equipment		Reimbursements	Employee Housing		Reports:-	Generator		Commitments	Kitchen Equipment		Donable Food	Laboratory Cabinets		Fire	Main Building		Food Linen	Road & Parking Lot		Salary Projections	Security Alteration & Improvement		Salary and Payroll	Service Building		Security, Council	Steel Guard Screens		Staffing	Tile Floor Covering		Staffing Patterns	Ventilation		Supplies	Food Allowance		Surplus Property and Agency	Food Costs - Daily Reports, (Copies filed in Cafeteria & in Dept. of Mental Hygiene)		Surveys	Furnishings		Tax Exemption	Health Dept.		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Canteen		State Board of Health and Mental Hygiene																																																																																																																								
Civil Defense		Object Transfers (Budget and Procurement Requests)																																																																																																																								
Clothing		Out-of-State Travel																																																																																																																								
Commissioner of Personnel		Overtime Payments																																																																																																																								
Construction		Patient Statistics																																																																																																																								
Air Horn		Planning Department (State)																																																																																																																								
Communications & Sound System		Psychiatric Aid																																																																																																																								
Dormitory		Public Works (State)																																																																																																																								
Driveway & Playcourt		Rehabilitation & Recreation																																																																																																																								
Electrical Equipment		Reimbursements																																																																																																																								
Employee Housing		Reports:-																																																																																																																								
Generator		Commitments																																																																																																																								
Kitchen Equipment		Donable Food																																																																																																																								
Laboratory Cabinets		Fire																																																																																																																								
Main Building		Food Linen																																																																																																																								
Road & Parking Lot		Salary Projections																																																																																																																								
Security Alteration & Improvement		Salary and Payroll																																																																																																																								
Service Building		Security, Council																																																																																																																								
Steel Guard Screens		Staffing																																																																																																																								
Tile Floor Covering		Staffing Patterns																																																																																																																								
Ventilation		Supplies																																																																																																																								
Food Allowance		Surplus Property and Agency																																																																																																																								
Food Costs - Daily Reports, (Copies filed in Cafeteria & in Dept. of Mental Hygiene)		Surveys																																																																																																																								
Furnishings		Tax Exemption																																																																																																																								
Health Dept.		Telephone Charge Sheets																																																																																																																								
I.B.M.		Vehicles																																																																																																																								
Incentive Awards		Volunteer Activities																																																																																																																								
Industrial Therapy Program																																																																																																																										

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE 428
NO.
PAGE
NO. 10

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

13 (cont.)

Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases. Printed and mimeographed material and extra copies of correspondence, reports, memoranda, or other records retained in the files are considered nonrecord according to the statute (Ann. Code of Maryland, 1957 Ed. as amended, Article 41, Section 179), and may be destroyed as soon as no longer needed by the office.

RECOMMENDATION: A. RETAIN PERMANENTLY SERIES I.

B. RETAIN SERIES II FOR THREE YEARS, THEN DESTROY.